

TOWN OF



ROCKPORT

Historic District Commission

Town Office Building, 34 Broadway, Rockport, MA 01966-1537

APPLICATION, RULES, REGULATIONS & PROCEDURES

Created 2/12/2017

Table of Contents

1. Revision History	2
2. Welcome	2
3. Jurisdiction	2
4. References	2
5. Application.....	2
6. Changes Requiring Commission’s Approval.....	3
7. Commission’s Exempt List.....	3
8. Pre-Application Suggestion	4
9. Application Procedure.....	4
10. Commission’s Meetings.....	5
11. Application Review Criteria	5
12. Commission’s Meeting Review Process	7
13. Public Hearing Procedures	8
14. Site Visits and Additional Information	9
15. Commission Decision	9
16. Certificate of Appropriateness Expiration	9
17. The Certificate of Hardship.....	9
18. Appeal and Aggrievement Procedures.....	10
19. After Completion of Approved Changes	10
20. Violations and Unapproved Changes in the Districts	10
21. Compliance Violation Resolution Process.....	11
22. Certificate of Violation Process	11
23. Background and Historical Districts	12
24. Amendments	12

1. Revision History

1. Version 1.0.0 Initial release of the document (2/12/2017).

2. Welcome

Whether you are considering buying a new home or you are making changes to an existing structure within one of Rockport's four historic districts, we welcome the opportunity to answer any of your questions. We hope you find this information packet helpful to understand the process and guidelines we as a community are required to follow. Keep in mind that our efforts as a commission are intended to preserve the distinctive characteristics and historical integrity of a relatively small section of Rockport. However, it is a very special area with significant aesthetic value greatly appreciated by all residents and whose historic magnetism continues year after year to attract tourists, artists, and homebuyers.

3. Jurisdiction

The Rockport Historic District Commission (hereinafter "the Commission") shall be governed by the Rockport Local Historic District Bylaw, Article 15 of the Rockport Bylaws (**hereinafter referred to as Town Bylaw**) , and by Chapter 40C of the General Laws of Massachusetts (**hereinafter referred to as The Act**) , as amended. The Town's jurisdiction in regard to the Local Historic District Bylaw shall be delineated on the official Local Historic District Map of the Town of Rockport on file at the Town Clerk Office and at the Essex County Registry of Deeds, and at the Massachusetts Historical Commission.

4. References

You may find the following reference materials and websites useful:

1. Massachusetts general law 40C which governs all Historical Districts
<https://malegislature.gov/Laws/GeneralLaws/PartI/TitleVII/Chapter40C>
2. Massachusetts general law 40C are also available on the Town's website in PDF format:
<https://drive.google.com/open?id=0B974k0nh22-zalo5R0drUDVPUDQ>
3. Rockport "Design Guidelines for Historical Districts"
<https://drive.google.com/open?id=0B974k0nh22-zWDBOZXAwSzRRZEE>
– This document may also be obtained from the Town Clerk's office.
4. Historic Buildings Preservation Briefs published by the National Park Service and the Preservation Tech Notes published by the National Technical Information Service of the U.S. Department of Commerce.
<https://www.nps.gov/tps/how-to-preserve/briefs.htm>
<https://ntrl.ntis.gov/NTRL/>

5. Application

The application to request a change may be obtained by:

1. It is attached as an appendix to this document.
2. May be obtained from the Town Clerk's office.
3. Send an email request to RockportHistorical@gmail.com

4. Download from Town Web Site by selecting "Click Here to View Documents" at:
<http://www.rockportma.gov/historical-commission/pages/forms-and-applications>

6. Changes Requiring Commission's Approval

All changes in the exterior appearance of a building or site located within a Local Historic District shall require Commission approval, in the form of a Certificate of Appropriateness issued by the Commission. For work involving any of the categories listed below, a Certificate of Appropriateness is required before a Building Permit can be issued by the Building Inspector. In general, the following items require approval from the Commission:

1. Any and all alterations or additions to the exterior of a building or structure, including but not limited to the following:
 - a. Any changes that might affect architectural details, such as doors and windows and the trim that surrounds them, porch elements, stair and balcony railings, cornice sections, belt and water courses, patterned wall and roof surfaces.
 - b. Decorative panels, chimney ornaments, cupolas, finials and roof cresting, etc.
 - c. The addition or insertion of decks, storm doors and windows, porch screens, window air conditioners, solar panels, antennae, satellite dishes, communication equipment and similar equipment.
 - d. The material of roofing surfaces, and the design and material of gutters and downspouts.
 - e. Any construction of a new building or structure.
 - f. Any demolition of a structure of building or a section thereof.
 - g. Any reconstruction of a building, structure, or exterior architectural feature damaged or destroyed by fire, storm, or other disaster.
2. Any change in a man-made landscaping element, including but not limited to the following:
 - a. Walls and/or fences.
 - b. Gazebos, pergolas, and other garden structures.
 - c. Free-standing and structure attached lighting fixtures.
 - d. Signs which will be reviewed according to purpose, size, design, location and lighting. This includes real estate signs.

7. Commission's Exempt List

Currently the commission does not consider the following items and has added them to the exempt list. If an application is received involving work on an item on the exempt list the Commission will issue a Certificate of Non-Applicability.

1. Exterior Paint Colors
2. At grade (ground level elements) such as terraces, surfaced walks and pathways, driveways, and street sidewalks.
3. Interior arrangements.
4. Architectural features not subject to public view.

5. Normal maintenance of a building, including repainting, reroofing, or the repair or replacement of an exterior feature, so long as the finish, style and color of the roofing materials, or the shape and material of the repaired or replaced feature all remain the same.
6. New landscaping involving only natural elements such as trees, shrubs and smaller plants.

8. Pre-Application Suggestion

The commission strongly encourages large project applicants to request a meeting with the commission prior to formally submitting an application. The applicant would present their project ideas and scope to the commission and get immediate feedback. Formal drawing and material lists are not required, pictures and sketches do help.

A small project applicant is also welcome to meet with the commission to answer any questions in regards to the guidelines, materials and options.

9. Application Procedure

Applications are submitted by the owner of the property or their authorized agent. In the case of an authorized agent the application should be signed by both the owner and the agent. The owner is ultimately responsible for any compliance issue, including any fines occurred. Note that compliance issues are attached to the property and thus are passed to a new owner in the case of change of property ownership. If the owner is not available to sign the application they may send a letter addressed to the Town Clerk's office, email RockportHistorical@gmail.com saying **I have read the Application Documents and have consulted the Historic Districts Commission Design Guidelines and will conform to all applicable provisions and conditions.**

The commission may reject without prejudice incomplete applications and ask they be resubmitted.

An application will not be considered complete unless all work items are thoroughly described on or with the application. This allows the Commission to visualize the changes in order to make a determination. Two sets of documents should be filed with the Town Clerk's office at the time application is made. The following items should be included in your drawings as applicable: If electronic copies of your material (plans, pictures etc.) are available they should be emailed to rockporthistorical@gmail.com.

1. At this time certified abutter lists are not required for any application, they will be obtained by the commission. *A certified abutters list in mailing label format. This can be obtained from the accessor's office (there is usually a small charge). This is used to invite your abutters to the public hearing, as required by the act. This list is only required if your application requires a public hearing, if the list is not provided with the application the public hearing may be delayed.*
2. Pictures of existing conditions are required for all applications.
3. A detailed material list is required for all applications. Material Lists must include (where appropriate) windows, doors, siding, trim details, gutters, fencing, external wiring, air conditioners, generators, exterior lighting, roofing material, and flashings. Material list should provide details/profiles (i.e. moldings, fence caps, cornices, facias, rakes, soffits, etc.) sufficient to convey the intent of the

Applicant including dimensions confirming the existing conditions adjacent to or integrated with such details/profiles and to adequately facilitate review by the Commission. Materials (i.e. wood, brick, etc.) either in the form of catalogue cuts, shop drawings, printed web-pages, specifications, or physical samples;

4. For any additions and/or new construction, the commission also requires
 - a. Elevations drawings showing the location of specific improvements of the exterior appearance of alterations to the existing structure
 - b. Site plan showing location of improvements in the case of additions to, or demolition of; portions of an existing structure including the location of transformers, heat pumps and condensing units, electrical meter sockets, lamp posts, stove pipes, and any other appurtenances visible from a public way.
 - c. Street Scene view showing in 3D how the changes will be viewed from the public way. These are often available for your architect's CAD system.
 - d. Pictures of the new addition or building showing how it fits into the district, this must show its proposed scale. Often referred to as an Axon view of the proposed changes.

10. Commission's Meetings

1. Regular meetings will generally be held on the first and fourth Thursday of each month, commencing at 6:30 p.m.
2. Notice of the date, time, and location of all meetings shall be posted in the Town Hall at least 48 hours prior to their scheduled time. An applicant for a certificate may appear in person or by agent at the Commission hearing.
3. Special Meetings of the Commission may be held at the call of the Chairman or at the request of two members. Notice of Special Meetings shall be posted as above.
4. Cancellation of Meetings. If there is no Commission business to conduct, or if it is determined that there is no quorum, the Chairman may dispense with a meeting by giving notice to all members and alternate members, and posting a notice of the cancellation in Town Hall at least 48 hours prior to the scheduled time.
5. All meetings are open to the public and any person is entitled to appear and be heard on any matter before the Commission before it reaches any decision.

11. Application Review Criteria

In reviewing applications for Certificates, the Commission shall take into account the historic and architectural significance of the building or structure. The Commission shall not consider interior arrangements, nor architectural features not subject to view from the public way, nor make any recommendation or requirement except for the purpose of preventing developments incongruous to the historic aspects or architectural characteristics of the surroundings and the District.

The Commission shall base its review, in part, upon The Secretary of the Interior's Standards for Rehabilitation and Guidelines for Rehabilitating a Historic Buildings published by the U.S. Department of the Interior, which is available online at <https://www.nps.gov/tps/standards/rehabilitation.htm>.

The Commission may also be guided, in part, by various technical publications issued from time-to-time by Federal and State entities and others, including but not limited to the Historic Buildings Preservation

Briefs published by the National Park Service and the Preservation Tech Notes published by the National Technical Information Service of the U.S. Department of Commerce.

In deliberating an application for certificates, the commission shall consider, among other things, the historic and architectural value and significance of the site, building or structure, the general design, overall massing, arrangement, texture, material, and finish of the features involved, and the relation of such features to similar features of buildings and structures in the surrounding area.

In the case of new construction or additions to existing buildings or structures, the commission shall consider the appropriateness of size and shape, including the overall massing, of the building or structure both in relation to the land area upon which the building or structure is situated and to buildings and structures in the vicinity, and the Commission may in appropriate cases impose dimensional and set-back requirements in addition to those required by applicable zoning bylaw.

In the case of consideration of a Certificate of Hardship the criteria are that the commission must determine whether, owing to conditions especially affecting the building or structure involved, but not affecting the district generally, failure to approve an application will involve a substantial hardship, financial or otherwise, to the applicant and whether such application may be approved without substantial detriment to public welfare and without substantial derogation from the intent and purposes of this ordinance. If the commission determines that owing to such conditions failure to approve the application will involve substantial hardship to the applicant and approval thereof may be made without such substantial detriment or derogation, the commission shall issue a Certificate of Hardship.

The Commission shall not make any recommendation or requirement except for the purpose of preventing developments incongruous to the historic aspects or the architectural characteristics of the surroundings and of the district.

The Commission shall not prevent a property owner from meeting requirements certified by a duly authorized public officer to be necessary for public safety because of an unsafe or dangerous condition.

The HDC is allowed to rule only on whether an exterior change is appropriate for a historic district. The Act does not allow the HDC to consider factors such as privacy, safety, or convenience in its hearings and decisions; to do otherwise violates the HDC's authority as set forth in the Act. Rather, the HDC must consider architectural significance, historical significance, general design, material, size, massing, shape in relation to its site, its surroundings, and to existing buildings and their arrangement, and how the changes affects landscaping. Decisions are made on a case-by-case basis, e.g. a structure that was approved by the 1973 or 1984 HDC may not be approved by today's HDC.

The HDC is directed by Section 9 of **The Act** to consider the following in hearings:

6. The historical and literary value and significance of the site or building.
7. The design, arrangement, texture, material, and finish of the features involved, and the relation of these factors to similar factors in the immediate surroundings.
8. The size and shape of the building or structure in relation to the land on which the building is sited, the landscaping and plantings proposed, and neighboring sites or buildings in the district.
9. The applicable zoning and other by-laws of the Town.

The applicant should consider the following in preparing for a hearing:

1. How does the proposed design harmonize with other structures in the district?
2. Does the proposed structure, fence, or sign reflect what was available and typically found in and around the areas of Rockport's historic districts during the 18th and 19th century?
3. For a historic building, are original materials and designs to be preserved?

4. For additions, is the original building still the dominant design element and dominant mass of the structure as a whole?
5. Will the proposed alterations make future restoration to a more appropriate style more difficult?
6. How prominent is the structure in the streetscape or the historic district?

12. Commission's Meeting Review Process

A complete application and accompanying material must be delivered, sent or emailed to the Town Clerk's office where it will be received and stamped. The commission will make every effort to render a decision on the application within 60 days of receipt. Large projects that require more than one public review may take longer. Small projects are often voted on within 30 days, depending on when the application is received.

The commission requests that all external changes in the districts be submitted as an application, this will ensure that the all guidelines are met.

All applications have a Preliminary Review; these are usually scheduled on the 1st Thursday of the month. At this review the board may:

1. **Reject** the application as incomplete, it can be resubmitted at any time.
2. **Issue a Certificate of Non-Applicability**, this will happen if the work is not visible from a public way, or the requested work is deemed to be replacement of components with like materials, or if the change item is on the exempt list. Your abutters will be notified of this ruling.
3. **Waive the Public Hearing**, if the commission determines that the exterior architectural feature involved is so insubstantial in its effect on the district that it may be reviewed by the commission without public hearing on the application. However, if the commission votes to dispense with a public hearing on an application, notice of the application shall be given to the owners of all adjoining property and other property deemed by the commission to be materially affected and fourteen (14) days shall elapse after the mailing of such notice before the commission may issue a Certificate of Appropriateness.
4. **Schedule a public hearing for the project.** This takes 14 days for the commission to notify abutters. Most public hearings are scheduled for the 4th Thursday of the month. At a public hearing or meeting, the Commission will discuss the application with the Applicant and/or their representative, hear from the abutters (when notification of the same is required) and if the application is deemed complete and no further review required take a vote on the proposed work. The commission at their discretion may close the public hearing and postpone the vote to the end of the meeting, this allows other applications to be reviewed in a timely manner. Owners retaining professional consultants such as architects, attorneys, engineers, or contractors are urged to have them be present at the hearing. Please note that often times a review will be continued until a subsequent meeting as the Commission deems necessary (i.e. for reasons of incomplete drawings, to perform a site visit, etc. or due to the size and complexity of a project). In any case, the Commission must decide within 60 days from the date the application is received, unless the applicant waives the statutory requirement in writing to allow themselves to satisfy the submission requirements or for the convenience of the Commission if so requested.

In the case of a disapproval of an application for a Certificate of Appropriateness, the Commission shall record the reasons for the disapproval and send notice of the decision including reasons for the decision to the applicant. The Commission may make recommendations to the applicant with respect to appropriateness of design, arrangement, texture, materials, and similar features. Prior to the issuance of

any disapproval, the Commission may notify the applicant of its proposed action accompanied by recommendations of changes in the applicant's proposal which, if made, would make the application acceptable to the Commission. If within fourteen (14) days of the receipt of such notice the applicant files a written modification of his application in conformity with the recommended changes of the commission, the commission shall issue a Certificate of Appropriateness to the applicant.

If an application for a Certificate of Appropriateness is determined to be inappropriate and therefore disapproved, the Commission must consider a Certificate of Hardship per the criteria established in Section 10 (c) of c. 40C of G. L. and Section IV.C.3 of these Rules and Regulations.

The commission will send a decision letter via email to the building inspector, the Town Clerk's office and to the applicant/owner (if an email address is provided on application) within 7 days of the decision. Decision letters are also posted on the HDC website. If the application was approved with contingencies the decision letter will not be sent until all contingencies are met.

No building permit can be approved until a Certificate has been issued by the Commission.

The Commission reserves the right to inspect the project to determine compliance with the conditions set forth in the Certificate issued.

13. Public Hearing Procedures

An applicant may appear in person or by agent at the Commission meeting. Review of an application at a hearing will generally be conducted according to the following procedure:

1. The Chairman or designate shall give a preliminary statement concerning the application,
2. The applicant shall present his or her application,
3. Commission members may discuss the application, followed by comments by anyone else including abutters with an interest in the proposal,
4. Commission members may ask clarifying questions after each speaker,
5. The Chairman shall summarize the information, giving all parties a chance to make additional comments,
6. At the end of the allotted time any commission member may make one of the following motions, or a variant of the motion, if seconded the motion would be voted on.
 - I. Motion to approve, approve with conditions or reject the application.

This is typically the motion for very small projects that meet all the documented guidelines, or for applications that are not complete or that do not meet the guidelines.
 - II. Motion to continue the public hearing to the next available meeting.

This is typically the case for larger projects that conform to most of the guidelines; the commission may ask that some changes be submitted before the continuance of the public hearing.
 - III. Motion to close the public hearing and defer the vote until the commission has time to discuss the application. This discussion may take place at the end of the current meeting or at the next available meeting.

This is typically the case for projects that the commission feels are complex enough or controversial enough that they need time to review outside of a public hearing. The applicant and the public may be present for this discussion but may not speak. The applicant will be notified of the decision by email, phone or mail.

14. Site Visits and Additional Information

The Commission may view the premises and obtain additional information concerning any application before arriving at a decision. If the Commission holds a public hearing on any matter, it will disclose any such additional information on which it may rely at the hearing, and give the parties an opportunity to comment on it.

15. Commission Decision

In all its decisions on applications the Commission shall state its reasons for the decision, supported by appropriate Findings of Fact. Any decision on an application may be accompanied by conditions; the Commission may include recommendations for changes in the proposal which, if made and filed in a subsequent application, would make the application acceptable to the Commission.

If the Commission finds that some aspects of the proposed changes described in an application are inappropriate, it will make every effort to suggest ways in which the application may be amended so that approval may be granted. Such discussion among Commission members and the applicant, if present, shall focus, to the extent reasonably feasible, on arriving at a solution satisfying all concerned, while still abiding by the terms and spirit of the Local Historic District Bylaw.

Within 60 days after the filing of an application for a Certificate, or within such further time as the applicant may allow in writing, the Commission shall issue a Certificate or disapproval. The Commission shall send a copy of its Certificates and/or its disapprovals to the applicant, the Building Inspector, and shall file a copy of all Certificates and/or its disapprovals with the Town Clerk. If the commission should fail to issue a Certificate or disapproval within 60 days of the filing of an application, or within such further time as the applicant may allow in writing, the Commission shall thereupon issue a Certificate of Hardship Due to Failure to Act.

16. Certificate of Appropriateness Expiration

After approving an application, the Commission shall issue a Certificate of Appropriateness for the work proposed in the application. A Certificate is valid for work commenced within a period of two years from the date on the decision letter, and shall remain in effect until such work is completed. If, by the end of two years the authorized work has not been significantly commenced and prosecuted with due diligence, or if such work is suspended in significant part for a period of one year after the time the work is begun, the Certificate shall expire and be of no further effect. Before the date of the expiration, however, the applicant may file a request for an extension of the Certificate. At its discretion, the Commission may grant, in writing, one or more extensions of the Certificate for periods not exceeding 120 days each. Significantly commenced is a judgment call by the commission.

If a property changes ownership during the time the Certificate of Appropriateness is in force, a new owner who wishes to continue the authorized work must apply to the Commission for a transfer of the Certificate to his or her own name.

17. The Certificate of Hardship

In the case of an application for a Certificate of Hardship, the Commission shall determine whether, owing to conditions affecting the building or structure, but not affecting the District, failure to approve an application will involve a substantial hardship, financial or otherwise, to the applicant. It shall also determine whether the application may be approved without substantial detriment to the public welfare

and without substantial derogation from the intent and purpose of the Local Historic District Bylaw. If it finds that both these conditions can be met, the Commission shall, on a concurring vote of four members, issue a Certificate of Hardship.

18. Appeal and Aggrievement Procedures

An applicant may appeal any action of the Commission by filing an appeal in the Superior Court as provided in Chapter 40C, Section 12A.

19. After Completion of Approved Changes

At the completion of the work for which a Certificate of Appropriateness has been granted, the Applicant shall notify the Commission in order to schedule a final review of the work. One or more members of the Commission shall then review the work on site to verify that the completed project matches the approved application. On so finding, the Commission shall send a written notice to that effect to the applicant, the Town Clerk, and the Building Inspector. The issuance of this notice closes the file on the application. If the work does not match the approved application, the Commission will require that it be corrected before issuing the final notice of approval.

20. Violations and Unapproved Changes in the Districts

Unapproved changes and changes that are not completed as approved are considered violations. The commission looks at the severity of the violation to determine the resolution process.

1. **INSIGNIFICANT** - Work that would be approved as is and requiring no building permit (e.g. in kind maintenance or repairs of existing conditions).
2. **MINOR** - Work consisting of changes to existing conditions that would be approved (i.e., Certificate of Appropriateness), or work that is an in kind replacement. Work that requires homeowner to submit application, but will likely result in approval as is.
3. **MAJOR:**
 - a) Work performed without Commission approval that has resulted in an inappropriate change to the existing conditions and will require additional work to resolve.
 - b) Work approved by the Commission which after two year from date of Approval Certificate, or after an agreed upon time period the project has lapsed into a partial state of completion thus not completed as approved.
 - c) Work approved by the Commission but not completed as approved and requiring changes to make it as approved.
4. **EGREGIOUS:**
 - a) A Major violation that has been outstanding for three (3) months after the Commission notified the owner of the violation and the owner has not commenced to mitigate the violation;
 - b) A Major violation that has been outstanding for six (6) months after the Commission notified the owner of the violation and the owner has not complete mitigation required by the Commission;

- c) Inappropriate changes of important features, demolition, building additions or other new construction, replacement of windows, installation of skylights, installation of exterior stairs, removal of any historic features, siding replacement or any other action which the Commission deems to have a significantly detrimental effect on the architectural features of a building.

21. Compliance Violation Resolution Process

1. **INSIGNIFICANT:** A letter or Email will be sent to the listed property owner informing them of the violation, asking them to submit an application for all future work.
2. **MINOR:**
 - a) Send letter to listed property owner asking them to stop work and submit an application. If an application is received the commission and the applicant will agree on a timeframe for the work to be completed.
 - b) If no application is received after 30 days send 2nd letter to listed property owner informing them that they have 30 days to comply or that a certificate of violation will be issued. If an application is received the commission and the applicant will agree on a timeframe for the work to be completed.
 - c) If no application is received after 60 days from 1st letter Certificate of Violation process will be started.
3. **MAJOR:**
 - a) Send letter to listed property owner asking them to stop work and submit an application and ask Building Inspector to issue a Cease and Desist order. If an application is received the commission and the applicant will agree on a timeframe for the work to be completed.
 - b) After 30 days send 2nd letter to listed property owner informing them that they have 30 days to comply or that a certificate of violation will be issued. Ask Building Inspector to issue a 2nd Cease and Desist order. If an application is received the commission and the applicant will agree on a timeframe for the work to be completed.
 - c) If no application is received after 45 days from 1st letter Certificate of Violation process will be started.
4. **EGREGIOUS:**
 - a) Send letter to listed property owner that a Certificate of Violation process will be started in 10 days.

22. Certificate of Violation Process

After working with the listed home owner to resolve violations the commission will start the Certificate of Violation Process. This essentially involves writing a violation ticket describing the issue and sending the ticket to the court magistrate. The violation becomes the responsibility of the court, once the commission sends the ticket.

23. Background and Historical Districts

The purposes and the description of the Rockport Historic District is detailed below in an excerpt from the current **Town Bylaw**:

Purpose: The purposes of the by-law, adopted under the provisions of General Law, Chapter 40C, are to promote the educational, cultural, economic and general welfare of the public and the owners of property located in historic districts, through the preservation and protection of the distinctive characteristics of buildings and places significant in the history of Rockport and the Commonwealth or their architecture, and to maintain and improve the settings of those buildings in the district.

Establishing of Districts: There may be established in the Town of Rockport districts to be known as “Rockport Historic Districts” with the descriptions of each district to be set forth herein:

1. **Main Street Historic District** - The Main Street Historic District is hereby created and shall be bounded and described as shown on a plan entitled “Main Street Historic District”, dated June 1976, a copy of which is on file with the Town Clerk's Office, which plan is incorporated herein by reference.
2. **Mt. Pleasant/South Street Historic District** - The Mt. Pleasant/South Street Historic District is hereby created and shall be bounded and described as shown on a plan entitled “Mt. Pleasant/South Street Historic District”, dated June 1976, a copy of which is on file with the Town Clerk's Office, which plan is incorporated herein by reference.
3. **Downtown Historic District** - The Downtown Historic District is hereby created and shall be bounded and described as shown on a plan entitled “Downtown Historic District.
4. **Broadway Historic District** - The Broadway Historic District is hereby created and shall be bounded and described as shown on a plan entitled “Broadway Historic District” dated September 1982, a copy of Chapter 14, Environmental Protection and Public Health Page 96 which is on file in the Town Clerk's Office, which plan is incorporated herein by reference.

Maps of the historical districts can be obtained at the Town Clerk’s office or the town’s Historical District web pages.

24. Amendments

The Rules and Regulations of the Historic District Commission may be amended by an affirmative vote of not less than four members of the Commission, provided that such amendment shall have first been presented in writing at a meeting preceding that at which the vote is taken. The Commission shall file a copy of any such amendments with the office of the Town Clerk’s office.